



San Juan
Water District
Is Seeking An
Assistant
General Manager

UNIQUE OPPORTUNITY

With the promotion of the current Assistant General Manager to General Manager, this is a unique opportunity to help lead one of the most important water agencies in California.

THE DISTRICT

San Juan Water District, located in Granite Bay, is a community services district created by a vote of the citizens in 1954. The District wholesales water to Citrus Heights and Fair Oaks Water Districts, Orange Vale Water Company, the city of Folsom north of the American River and periodically to Sacramento Suburban Water District. Additionally, water is provided to customers in Granite Bay and the northeast portion of Sacramento County, which is the San Juan Water District retail area.

San Juan Water District is committed to ensuring a reliable, high-quality water supply for all customers. San Juan water comes from among the most pristine watersheds in the United States, the American River watershed, and ranks among the highest quality water available in California.



DISTRICT HISTORY AND RESOURCES

It has been said that the story of California is the story of water. The nearly 50-year history of San Juan Water District reflects this. From its roots in the Gold Rush era to the present age of regional planning for a secure water supply, the San Juan Water District story has been closely intertwined with the story of California and the Sacramento region.

The American River originates in the Sierra Nevada and has three forks that all combine at Folsom Lake, the watershed's largest reservoir. The north fork begins at Soda Springs and accounts for 20 percent of the river's flow; the south fork starts near Echo Summit and accounts for 40 percent;

and the middle fork, which begins in the mountains west of Squaw Valley, transitions into the north fork at the Highway 49 bridge, contributing 40 percent of the river. Snowfall accounts for about 40 percent of the watershed's water supply, with the remaining coming from precipitation.

The San Juan Water District serves 180,000 customers in Orangevale, Citrus Heights, Granite Bay, Fair Oaks, and parts of Folsom and Sacramento.

DISTRICT ORGANIZATION

The District is governed by a five member Board of Directors, each of whom are elected on an at-large basis to four-year terms. The Board appoints the General Manager to oversee the day-to-day operations of the District.

The District has a fast paced organization that operates with a staff of 42 and a \$30 million FY03-04 budget. The budget includes more than \$17 million for capital improvements. The management team includes the General Manager, Assistant General Manager, Customer Service Manager, Field Operations Manager, Engineering Manager,

Finance and Accounting Manager, and Water Production Manager.

ASSISTANT GENERAL MANAGER

Appointed by and reporting to the General Manager, the Assistant General Manager serves as the District's second in command and works collaboratively with the General Manager in leading a District organization with a tradition of quality public service and a track record of accomplishment. A primary responsibility for the Assistant will be managing the District's capital projects and related operations. Other duties include administering District policies and directives, assisting in customer and intergovernmental relations, managing District

personnel matters, and assisting with the creation of the Board agenda and related staff reports. Other specific assignments will depend on the background and experience of the selected candidate.

KEY ISSUES AND PRIORITIES

There is a general consensus by the District that the following issues need to be addressed by the Board and the new General Manager:

General Manager/Assistant General Manager Relationship

The new Assistant General Manager will be expected to quickly develop a strong relationship with District staff that is based on a partnership philosophy, mutual respect, trust, open communication and equal treatment to all staff. The Assistant General Manager will also bring creative ideas to the General Manager.



CIP

The current budget includes \$17 million for improvements to the District's treatment and pumping facilities. The Assistant General Manager will be expected to serve as Project Manager and technical advisor over many of these projects.

Intergovernmental Relations

The District is part of an extremely complex governance structure that includes the State, Federal government, and a wide range of other stakeholders. The Assistant General Manager will complement the General Manager in forging an effective intergovernmental relations strategy and program that recognizes the District's role as a regional and statewide leader.

Customer Relations

The Assistant General Manager will work with the General Manager in the active engagement of the District's wholesale and retail customers. At the same time, the Assistant General Manager will be expected to articulate the District's vision and goals, while proactively engaging the District's

diverse mix of customers. Of particular importance will be the successful transition in 2005 from a flat rate to a meter rate billing system.

Organization Leadership

The District assumes a key role in assuring that the region has a reliable and safe water supply. The organization requires an assertive, engaging, and progressive style of leadership that emphasizes results, accountability, innovation, and effective communication both inside the District organization and with the public.

Additional information about the District can be obtained from its website at www.sjwd.org.

THE IDEAL CANDIDATE

The new Assistant General Manager will be a senior-level manager with significant project management experience, excellent interpersonal skills, and extensive knowledge of California water issues. Typical candidates will include water utility general managers and

assistants, engineering managers, and other senior-level managers with a particular passion and understanding of water issues, and prominent outside advisors to water agencies. The successful candidate will have a history of working collaboratively and effectively with a broad range of people, and demonstrate a high level of competency, innovation, and capability, coupled with an uncompromising record of integrity.

Specific qualifications are as follows:

EDUCATION

In addition to the above, a Bachelor's degree in engineering, business management or related field is required. Possession of, or ability to obtain, registration as a professional engineer in the State of California is highly desirable.

LEADERSHIP CHARACTERISTICS

- A professional who is interested in a strong cooperative working relationship with the General Manager.
- Demonstrates strong project management skills.

- An inspirational, people-oriented leader who willingly engages staff and key stakeholders.
- Displays an evident passion for good government and quality public services.
- An experienced professional who is results-oriented.
- Has the ability to establish credibility and trust skillfully and quickly among stakeholders and deal effectively with controversy.
- Exhibits sensitivity to customer concerns.
- Demonstrates the ability and desire to work with diverse groups of stakeholders.
- Reflects a history of attracting, hiring, and developing talented staff.
- Has the ability to make tough decisions in a timely manner.
- Exercises a fair and equitable approach in dealing with Board, staff, and citizens.
- Someone who will develop a strong identification with the District and its unique characteristics.

Personal Attributes

In addition to the experience, education, and leadership skills described above, the personal characteristics of the ideal candidate consist of the following:

- An effective communicator, listener, negotiator, and consensus builder; personable, outgoing, and naturally engaging.
- A confident and courageous professional who displays sound judgment, strong character and uncompromising integrity.
- Displays a sincere interest in helping leaders/decision makers in facilitating constructive community engagement. Takes action once decisions are made.
- Is energized by challenges, opportunities, and accomplishments.
- A gifted team builder who is committed to developing staff to their greatest potential.
- Resilient and calm under pressure. Displays a good sense of humor.
- Politically astute, while remaining apolitical.

COMPENSATION AND BENEFITS

The annual salary range for this position is \$91,740 - \$111,516 depending on the qualifications of the successful candidate. The District offers a competitive benefits package that includes:

Retirement

- PERS 3% @ 60 retirement plan with District paying employee's share

Insurance

- Medical (PERS Health Care Program) for employee and dependents
- District paid premium for employee and dependents for dental
- Life insurance

Leave

- 12 paid days of sick leave
- 12 paid holidays
- Paid vacation depending on length of service
- Paid administrative leave

APPLICATION AND SELECTION PROCESS

The final filing date is **Friday, January 30, 2004**. Submit resume, cover letter with current salary, and the names of three work-related references to:



A DIVISION OF



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Following the filing deadline, candidates with the most relevant qualifications will be granted interviews by the consultants in mid February. Those individuals determined to be best suited for the position will be interviewed by the District shortly thereafter with an appointment anticipated in March, upon the completion of reference and background checks.